

**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920**

**Division of
Design Professionals BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS
MINUTES OF THE MEETING**

DATE: 25 March 2015

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,
Cranston, RI**

**MEMBERS PRESENT: Secretary Sara Bradford, Members John
Carter and Margaret E. Ryan**

MEMBER ABSENT: Chair Michael Dowhan and Vice-Chair Steven Pilz

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

**(1) CALL TO ORDER – Secretary Bradford called the meeting to order
at 2:06 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)
Member Carter moved to accept the 25 February 2015 open meeting
minutes with a change noted. Member Ryan seconded. Motion
passed, three (3) in favor, two (2) absent. Voting in favor were**

Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

Member Carter moved to accept the 25 February 2015 executive meeting minutes. Member Ryan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

(3) APPLICATIONS

LA Registration by Examination – (RI State Supplemental Exam (RISSE) Passed)

1. Samuel Greenwood

Secretary Bradford moved to approve initial registration by examination. Member Ryan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

LA Registration by Examination – PENDING – (RI State Supplemental Exam (RISSE))

1. Joshua Coroa

Member Carter moved to approve registration by examination pending passing the RI SSE. Member Ryan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

2. Imogene Hatch

Member Carter moved to approve registration by examination pending passing the RI SSE. Member Ryan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

LA Certificate of Authorization (COA) APPLICATIONS:

Initial COA Applications

1. Pate Adams, Inc.

Member Carter moved to conditionally approve the COA initial application pending receipt of a “Certificate of Good Standing” from the Rhode Island Secretary of State’s office. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

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(4) OLD BUSINESS

1. Rules and Regulations

The Board will request that Chair Dowhan send out the most recent Rules and Regulations document for review.

1.a. Certificate of Authorization (COA) Application Supplemental Form for the person/people in Responsible Charge

The Board is discussing an issue regarding the acknowledgement and notification from a person in responsible charge when that person leaves a firm. Chair Dowhan will be revising the COA

application to reflect the current law and rules and regulations.

The Board is also discussing the concern of how the person in responsible charge acknowledges the responsible charge position in a firm when completing the online initial or renewal applications. The Board will request the Division Supervisor and Information Technology (IT) person to appear at the next meeting to discuss a solution to this concern.

Development of a mechanism of a COA audit was discussed. The audit will audit the person in responsible charge of the COA requesting that the person acknowledge that, in fact, he/she is actually in responsible charge. The Board also discussed preparing an “informational bulletin” to be e-mailed to all Registered Landscape Architects notifying them of the responsible charge requirement. The “informational bulletin” can also be posted on the Board’s website. Further discussion will take place when the full Board is present.

2. Certificate of Registration (COR) – (For Member Input)

Changes will be made by Information Technology (IT). This matter was tabled until the change occurs.

(5) NEW BUSINESS

1. 2015 Legislation

There is no legislative update.

2. Next meeting – 22 April 2015

3. Discussion was brought up involving working with allied professionals, types of work and what constitutes a land surveying plan.

(6) CORRESPONDENCE

- 1. CLARB February 2015 Member Board E-News – So noted.**
- 2. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – January – February 2015 – So noted.**

(7) EXECUTIVE SESSION

The Board will also discuss the following matters in closed session pursuant to RI General Laws §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. There was no executive session agenda. Therefore, the Board did not convene.

(8) ADJOURNMENT

Secretary Bradford moved to adjourn the meeting at 3:00 p.m. Member Carter seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Secretary Bradford, Members Carter and Ryan. Chair Dowhan and Vice-Chair Pilz were absent from this vote.

